

Notification of Authorities

(from the *Kentucky Writing Portfolio Scoring: Teacher's Handbook Part 2*)

Portfolio ID _____

This portfolio contains writing which indicates that the student may be in danger or may cause harm to others or to self. This form certifies that the appropriate authorities have been notified.

Name of authority who was notified _____
(Example: State Police; Cabinet for Human Resources; County Attorney)

Date of notification _____

Name of person who made notification _____

Signature of person who made notification _____

Date _____

School _____

District _____

Directions:

For any portfolio which contains an "Alert Paper" and for which authorities have been notified by school personnel, **place this notification form in a secure file at your school.** To avoid duplication of notification if this portfolio should go out of district for scoring (e.g., for a state audit), **place this form in the portfolio if it is sent to a state audit or scoring session.**